

## ADMINISTRATIVE PROCEDURES

<b>Title: BOARD OF TRUSTEES, PRESIDENTIAL AND PRESIDENTIAL HONORS SCHOLARSHIP</b>	<b>Identification:</b> 4.01
	<b>Page:</b> 1 of 5
	<b>Effective Date:</b> 7/10/01
<b>Authority:</b> SBE 6A-10.0247; 6A-14.0262; 6A-14.054 FS 240.319; 240.35 HCC Rule 6HX-10-5.003, 6HX-10-5.402	<b>Signature/Approval:</b>  Gwendolyn W. Stephenson, Ph.D.

### PURPOSE

This procedure establishes guidelines for awarding the Board of Trustees, Presidential, and the Presidential Honors Scholarships.

### PROCEDURE

#### 1. BOARD OF TRUSTEES SCHOLARSHIP

The Board of Trustees Scholarship is awarded to a minimum of four public high school students in Hillsborough County who meet the criteria and accepts the award by the acceptance due date. The number of students to receive this scholarship will be based upon the annual allocation.

The Financial Aid Director will forward announcements to the principal(s) of each eligible high school in Hillsborough County, with a request for three nominees per school. The letters should be sent to the High School Principals no later than March 1.

- A. The following criteria will be used by high school principals to recommend eligible candidates for the Board of Trustees Scholarship.
- (1) The student will graduate from a high school in Hillsborough County.
  - (2) The student will have earned at least a 3.5 unweighted grade point average (GPA) on a 4.0 scale. In addition, the students will have participated in extracurricular activities during high school.
  - (3) The student will have a minimum score of 1100 on the SAT or a minimum of 23 on the ACT.
  - (4) The student will enroll at HCC as a degree-seeking student. A student who is concurrently enrolled at HCC while attending high school in the Dual Enrollment program will be an eligible recipient following high school graduation. However, a concurrently enrolled student will not be eligible to receive the scholarship while still in high school.

## ADMINISTRATIVE PROCEDURES

<b>Identification:</b> 4.01	<b>Page:</b> 2 of 5	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

- B. All scholarship nominations will be returned to the District Financial Aid Office from the high school principals no later than March 20.
- C. The Financial Aid Office will forward congratulation letters on behalf of the College President to nominated students no later than April 10.
- D. Students must accept the award by May 15 prior to the beginning of the next scheduled fall term following the student's graduation date.
- E. Priority of funding from institutional resources is given to the Board of Trustees scholarships. Therefore, priority is given to fund all students accepting the award.
- F. The Financial Aid Office will forward to all students accepting the scholarship an Award Notice. The Award Notice will confirm the activation of the scholarship award.

### 2. **PRESIDENTIAL SCHOLARSHIP**

The Presidential Scholarship will be awarded to the minimum of fifty-seven eligible graduates from the public and private secondary schools in Hillsborough County in recognition of outstanding performance in high school. The number of students to receive this scholarship will be based upon the annual allocation.

The Financial Aid Director will forward announcements to the principal(s) of each eligible high school in Hillsborough County, with a request for recommendations of eligible students no later than March 1.

- A. The following criteria will be used by each high school principal to select up to five scholarship recipients:
  - (1) The student will graduate from a high school in Hillsborough County.
  - (2) The student will have earned at least a 3.25 unweighted grade point average on a 4.0 scale.
  - (3) The student will have a minimum score of 1050 on the SAT or a minimum score of 22 on the ACT.
  - (4) The student will enroll at HCC as a degree-seeking student. A student who is concurrently enrolled at HCC while attending high school in the Dual Enrollment program will be an eligible recipient following high school graduation. However, a concurrently enrolled student will not be eligible to receive the scholarship while still in high school.

## ADMINISTRATIVE PROCEDURES

<b>Identification:</b> 4.01	<b>Page:</b> 3 of 5	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

- B. The names of all scholarship recipients will be submitted to the District Financial Aid Office from the High School Principals no later than March 20.
- C. Financial Aid Office forwards congratulation letters on behalf of the College President to nominated students no later than April 10.
- D. Students must accept the award by May 15 prior to the beginning of the next scheduled fall term following the student's graduation date.
- E. Priority of funding from institutional resources is given to funding the Presidential Scholarship. Therefore, priority is given to fund all students accepting the award.

### 3. **PRESIDENTIAL HONORS SCHOLARSHIP**

The Presidential Honors Scholarship will be awarded to nineteen students accepted into the Honors Program. The number of students to receive this scholarship will be based upon the annual allocation. Seventy-five percent of the allocated funds will be placed for first time to college students. The remaining twenty-five percent for students previously enrolled in college.

- A. The recipients will be selected by the Honors Institute Director according to the following criteria:
  - (1) Student's grade point average (3.5 or higher on a 4.0 scale or 3.4 or higher on a 5.0 scale)
  - (2) Specific courses taken in preparation for college
  - (3) Top 10% of graduating class with SAT combined score of 1050 or higher, or ACT composite score of 25 or higher, or CPT score of 90 or above writing and 92 or above reading.
  - (4) Record of community service and extracurricular activity
  - (5) Letters of recommendation
  - (6) SAT score of 1160 or higher, or ACT composite score of 26 or higher
  - (7) Cumulative grade point average of 3.8 or higher for 12 credit hours of Dual Enrollment courses
- B. The names of all scholarship recipients will be submitted to the Financial Aid Office.

### 4. **SCHOLARSHIP COMMITTEE**

## **ADMINISTRATIVE PROCEDURES**

<b>Identification:</b> 4.01	<b>Page:</b> 4 of 5	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

(Refer to Procedure 5.405 for Scholarship Committee appointments). The Scholarship Committee will review and select recipients for the Board of Trustees and Presidential Scholarships if the number of applicants exceeds the annual allocation.

### **5. THE AWARD PROCESS**

- A. The Financial Aid Director will notify Presidential and Board of Trustee recipients of the award. The Honors Institute Director will notify the Presidential Honors recipients of the award.
- B. A recipient of a Board of Trustees, Presidential, or Presidential Honors Scholarship will be awarded a scholarship that will cover the cost of tuition and fees for a maximum of 12 credit hours per semester. In addition, the student will be awarded up to \$500.00 per semester for the purchase of textbooks. Scholarships will be available for fall and spring semesters only. Summer term enrollment is not covered by the scholarship. The student must enroll as a degree-seeking student.
- C. The Office of Financial Aid will establish a file for the student and data enter his/her name into the Financial Aid Master File.
- D. A student may only receive or be granted one institutional scholarship at any one time unless special circumstances exist on an individual basis.

### **6. RENEWAL CRITERIA**

- A. A recipient must complete at least twenty-four credits each academic year including fall and spring semesters to remain eligible.
- B. A recipient must maintain at least a cumulative 3.0 GPA during the academic year. The student's GPA will be assessed following the spring term.
- C. A recipient may receive benefits for either a maximum of two consecutive academic years; or the completion-of seventy-two credits for the AS and AAS programs and sixty credits for the AA program; or graduation from HCC. For the seventy-two and sixty credit hours limit, all credits earned through accelerated mechanisms will be counted as earned credit.
- D. The Financial Aid Director will ensure that all recipients satisfy these restrictions. If a student violates any of these restrictions, s(he) will lose his/her eligibility for the Board of Trustees, Presidential Honors, or the Presidential Scholarships. However, if a student does not violate these restrictions, then the Financial Aid Director will notify the student that s(he) may accept the Board of Trustees, Presidential Honors, or the Presidential Scholarships for an additional year as outlined above.

## ADMINISTRATIVE PROCEDURES

<b>Identification:</b> 4.01	<b>Page:</b> 5 of 5	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

### 7. DELAYS

A. A student may delay the use of his/her Board of Trustees or Presidential Scholarships for one semester. The student must provide a letter to the Financial Aid Officer including:

- (1) The reason for the delay; and
- (2) The date that the student will enroll.

Extensions will not be granted for more than one semester.

B. The Presidential Honors recipient must provide a letter to the Honors Director including:

- (1) The reason for the delay; and
- (2) The date that the student will enroll.

If the extension is approved, the Honors Director will notify the Director of Financial Aid.